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#### HOUSING AUTHORITY OF THE

CITY OF LAKE CHARLES Lake Charles, Louisiana

Financial Statements
And Supplementary Information

For the Year Ended September 30, 2008

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date

William V. Trimm, CPA 1200 E. McNeese St. Ste. B Lake Charles, LA. 70607

### HOUSING AUTHORITY OF THE CITY OF LAKE CHARLES LAKE CHARLES, LOUISIANA

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#### **Independent Auditors' Report**

Board of Commissioners Housing Authority of The City of Lake Charles Lake Charles, Louisiana 70601 Régional Inspector General for Audit Department of Housing and Urban Development 221 W. Lancaster Street, P.O. Box 2905 Fort Worth, Texas 76113

I have audited the accompanying financial statements of the business-type activities, each major fund, and the aggregate remaining fund information of the Housing Authority of The City of Lake Charles as of and for the year ended September 30, 2008, which collectively comprise the Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the Housing Authority of The City of Lake Charles. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, each major fund, and the aggregate remaining fund information of the Housing Authority of The City of Lake Charles as of September 30, 2008, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued my report dated March 20, 2009 on my consideration of the Housing Authority of The City of Lake Charles' internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

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The management's discussion and analysis on pages 5 through 10 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information, and accordingly, express no opinion on it.

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying information identified in the table of contents as supplemental information including the schedule of expenditures of federal awards as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations,* and the Financial Data Schedule required by the U.S. Department of Housing and Urban Development, are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Housing Authority of The City of Lake Charles. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

William V. Trimm, CPA Lake Charles, Louisiana March 20, 2009

# Housing Authority of the City of Lake Charles, Louisiana Management's Discussion and Analysis (MD&A) September 30, 2008

(Unaudited)

We the management of the Housing Authority of The City of Lake Charles present the following discussion and analysis of the Housing Authority's financial activities for the fiscal year ending September 30, 2008. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Housing Authority's audited financial statements, which follows.

#### **FINANCIAL HIGHLIGHTS**

- The assets of the Housing Authority exceeded its liabilities at September 30, 2008 by \$36,194,116.
- Of this amount, \$13,514,311 of unrestricted assets may be used to meet the Housing Authority's ongoing obligations to citizens and creditors.
- The remainder of \$22,679,805 represents the net amount invested in land, building, furnishings, leasehold improvements, and equipment, of \$15,558,663, and restricted cash and investments of \$7,121,142.
- The Housing Authority's total net assets increased by \$4,845,663, a 15.4% increase from fiscal year 2007.
- The Housing Authority continued to operate without the need for debt borrowing during the current fiscal year.

#### **USING THIS ANNUAL REPORT**

This discussion and analysis is intended to serve as an introduction to the Housing Authority's financial statements. The Housing Authority's basic financial statements are comprised of two components. 1) fund financial statements, and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Housing Authority is a special purpose government engaged only in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements.

The financial statements are designed to provide readers with a broad overview of the Housing Authority's finances in a manner similar to a private sector business.

The balance sheet presents information on all of the Housing Authority's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Housing Authority is improving or deteriorating, or otherwise changing in a dramatic manner.

### Housing Authority of The City of Lake Charles, Louisiana Management's Discussion and Analysis (MD&A) September 30, 2008

(Unaudited)

The statement of revenue, expenses and changes in fund net assets presents information detailing how the Housing Authority's net assets changed during the fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., depreciation and earned but unused vacation leave.).

The statement of cash flows provides information about the Housing Authority's cash receipts and cash payments during the reporting period. The statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities.

These financial statements report on the functions of the Housing Authority that are principally supported by intergovernmental revenues. The Housing Authority's function is to provide decent safe, and sanitary housing to low-income and special needs populations, which is primarily funded with grant revenue received from the U. S. Department of Housing and Urban Development (HUD) and dwelling rentals.

#### **MAJOR PROGRAMS**

The Housing Authority has many programs that are consolidated into a single enterprise fund. The major programs consist of the following:

<u>Low Income Public Housing</u> - Under the Conventional Public Housing Program, the Housing Authority rents units it owns to low-income families. The Conventional Public Housing Program is operated under an Annual Contribution Contract (ACC) with HUD, and HUD provides an Operating Subsidy to enable the Housing Authority to provide housing at a rent that is based upon 30% of adjusted gross household income. This program is aggregated in the general fund.

<u>Capital Fund Program</u> - The Conventional Public Housing Program also includes the Capital Fund Program, the primary funding source for the Housing Authority's physical and management improvements. The formula funding methodology is based on size and age of the Housing Authority's units. This program is aggregated in the general fund.

<u>Section 8 Housing Assistance – Housing Choice Vouchers, Shelter Plus Care and Moderate Rehabilitation</u> - These programs assist low-income families in affording decent safe and sanitary housing by encouraging property owners to construct new, or rehabilitate existing substandard housing, and then lease the units with rental subsidies to low-income families.

<u>Disaster Voucher Program (DHAP)</u> – The voucher funding provided by this program is used to assist families who were receiving housing assistance immediately prior to Hurricane Rita and were displaced from their housing by the hurricane. This program is aggregated in the Section 8 fund.

<u>Management fund</u> – The Management Fund accounts for the activities for which the Housing Authority collects management fees from various projects it manages and rental income from owned office/commercial space and disburses general business expenses associated with those activities.

### FINANCIAL ANALYSIS Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

## Housing Authority of The City of Lake Charles, Louisiana Managements Discussion and Analysis (MD&A)

#### September 30, 2008

(Unaudited)

The Housing Authority utilizes only one fund type, namely the enterprise fund type. An enterprise fund is a proprietary fund type. A proprietary fund utilizes the full accrual method of accounting in which all assets and all liabilities associated with the operation of this fund is included on the balance sheet. The focus of the proprietary fund is on income measurement, which, together with the maintenance of equity, is an important financial indication. The financial statements can be found on pages 11 through 15 of this report.

#### Notes to the Financial Statements

Notes provide additional information essential to a full understanding of the data provided in the financial statements. Notes to the financial statements can be found on pages 16 through 29 of this report.

#### **Balance Sheet**

The following table represents a condensed Balance Sheet as of September 30, 2007 and 2006:

	<u>2008</u>	<u>2007</u>
Current Assets	\$ 14,381,025	\$ 11,180,273
Restricted Assets	7,271,752	6,719,391
Fixed Assets	<u>15,558,663</u>	14,229,103
Total Assets	<u>\$ 37,211,440</u>	<u>\$_32,128,767</u>
Current Liabilities	\$ 709,461	\$ 474,673
Current liabilities payable for restricted assets	150,610	148,162
Non-current Liabilities	157,253	157,479
Total Liabilities	1,017,324	<u>780,314</u>
Net Assets:		
Invested in capital assets	15,558,663	14,229,103
Restricted net assets	7,121,142	8,336,570
Unrestricted net assets	<u>13,514,311</u>	8,782,780
Total Net Assets	<u>36,194,116</u>	<u>31,348,453</u>
Total Liabilities and Net Assets	<u>\$ 37,211,440</u>	<b>\$ 32,128,767</b>
		continued

# Housing Authority of The City of Lake Charles, Louisiana Management's Discussion and Analysis (MD&A) September 30, 2008

(Unaudited)

#### **Balance Sheet (Continued)**

As noted earlier, net assets may serve over time as a useful indicator of the improvement or deterioration of a government's financial position. In the case of the Housing Authority, assets exceeded liabilities by approximately \$36,194,116 at September 30, 2008 and \$31,348,453 at September 30, 2007.

By far the largest portion of the Housing Authority's net assets (43%) is its investments in capital assets (e.g., buildings, machinery, and equipment). The Housing Authority uses these capital assets to provide housing services to residents; consequently, these assets are not available for future spending. The unrestricted net assets of the Housing Authority are available for future use to provide program services.

#### Statement of Revenues, Expenses, and Changes in Fund Net Assets

The following table represents a condensed Statement of Revenues, Expenses, and Changes in Net Assets for the year ended September 30, 2008 and 2007:

	2008	<u>2007</u>
Revenues		
Dwelling rental and other	\$ 3,164,346	\$ 2,010,470
Interest Earnings	422,805	629,317
Gain (Loss) on disposition of capital assets	(4,278)	(765)
Federal grant	<u>13,233,763</u>	<u> 14,059,672</u>
Total Revenue	16,816,636	16,698,694
Expenses		
Administration	2,677,980	1,420,518
Tenant service	284,957	358,601
Utilities	463,897	400,550
Ordinary maintenance and operations	1,833,366	1,403,173
Protective services	165,130	137,083
General expenses	210,428	159,409
Insurance	950,105	533,194
Casualty Loss	35,944	1,154
Housing assistance payments	5,190,592	4,711,770
Depreciation	1,379,327	1,382,723
Total Expenses	13,191,726	10,508,175
		continued

## Housing Authority of The City of Lake Charles, Louisiana Managements Discussion and Analysis (MD&A)

#### September 30, 2008

(Un-audited)

#### Statement of Revenues, Expenses, and Changes in Net Assets-Continued

	<u>2008</u>	<u>2007</u>
Net Income (loss) before Contributions and Transfers	3,624,910	6,190,519
Capital contributions and prior period adjustments	1,220,753	540,520
Net increase (decrease) in net assets	<b>\$ 4.845,663</b>	<u>\$ 6,731,039</u>

The net assets of the Housing Authority increased by \$4,845,663 and by \$6,731,039 during the years ended September 30, 2008 and 2007 respectively. The Housing Authority's revenues are derived primarily from dwelling rental income and various HUD programs. The Housing Authority's revenues were sufficient to cover all expenses incurred during the year (excluding depreciation expense).

#### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### **Capital Assets**

As of September 30, 2008, the Housing Authority's investment in capital assets for its business-type activities was approximately \$ 15,558,663 (net of accumulated depreciation) compared to \$ 14,229,103 as of September 30, 2007 an increase of \$1,329,560 or 9.30%.

	<u>2008</u>	<u>2007</u>
Land	\$ 875,529	\$ 793,281
Buildings and Improvements	42,989,353	41,297,515
Furniture, equipment and machinery	2,699,850	1,824,672
Accumulated Depreciation	(31,006,069)	<u>(29,686,365</u> )
Total	<u>\$ 15,558,663</u>	\$ 14,229,103

Major capital asset purchases during the year ended September 30, 2008 include dwelling structure improvements and development activity.

Additional information on the Housing Authority's capital assets can be found in Note 5 on page 25 of this report.

#### Debt

Non-current liabilities include accrued annual vacation and sick leave to employees. The Housing Authority has not incurred any mortgages, leases or bond indentures for financing capital assets or operations.

# Housing Authority of the City of Lake Charles, Louisiana Management's Discussion and Analysis (MD&A) September 30, 2008

(Un-audited)

#### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by the Federal budget than by local economic conditions. HUD has already approved the Budgets for 2008/2009.

#### CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Housing Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Executive Director, Housing Authority of the City of Lake Charles, P.O. Box 1206, Lake Charles, LA 70602 or call (337) 439-4189.

#### ENTERPRISE FUNDS Balance Sheet

September 30, 2008

ASSETS	General	Section 8	Management	Totals Primary Government
Ourrent assets				
Cash	\$ 558,129	\$ 10,380,971	\$ 271,576	\$ 11,210,676
Investments	1,697,964	30,202	114,539	1,842,725
Interest receivable	17,939	-	325	18,264
Accounts receivable, net	126,424	5,395	232,047	363,866
Interfund receivable	278,388	6,4 <b>49</b>	194,877	<i>47</i> 9,714
Inventory	27,091	-	-	27,091
Prepaid items and other assets	381,982	15, <b>048</b>	41,659	438,689
Total current assets	3,087,937	10,438,065	855,023	14,381,025
Restricted assets Replacement cash reserve	102,317	-	288,008	390,325
Security deposits	136,541	<u>-</u>	14,069	150,610
Investments	-	6,675,937	-	6,675,937
Accrued interest receivable	-	54,880		54,880
Total restricted assets	238,858	6,730,817	302,077	7,271,752
Capital assets, net				
Land	731,054	-	144,475	875,529
Buildings and equipment, net	12,821,661	11,713	1,849,760	14,683,134
Total capital assets, net	13,562,715	11,713	1,994,235	15,558,663
TOTALASSETS	\$ 16,879,510	\$ 17,180,595	\$ 3,151,335	\$ 37,211,440

The notes to the financial statements are an integral part of this statement.

#### ENTERPRISE FUNDS Balance Sheet

September 30, 2008

								Totals Primary
LIABILITIES AND NET ASSETS		General	Section 8		Man	agement	G	overnment
LIABILITIES								
Current Liabilities								
Accounts payable	\$	107,991	\$	53,015	\$	-	\$	<b>16</b> 1,006
Interfund payable		194,635		285,079		-		479,714
Deferred Revenues		-		-		-		-
Other liabilities		11,556		12,203		27,509		51,268
Current portion of long term debt		14,030		2,696		747		17,473
Total current liabilities		328,212		352,993		28,256		709,461
Current liabilities payable from current restricted assets								
Deposits due others		136,541		-		14,069		150,610
Noncurrent liabilities								
Compensated absences payable		126,264		24,270		6,719		157,253
Total liabilities		591,017		377,263	-	49,044		1,017,324
NET ASSETS						-		
Invested in capital assets, net of								
related debt	1	3,552,715		11,713	1	,994,235		15,558,663
Restricted		102,317		6,730,817		288,008		7,121,142
Unrestricted		2,633,461	1	0,060,802		820,048		13,514,311
Net assets	1	6,288,493	1	6,803,332	3	,102,291		36,194,116
TOTAL LIABILITIES AND								
NETASSETS	\$ 1	6,879,510	\$ 1	7,180,595	\$ 3	,151,335	\$	37,211,440

The notes to the financial statements are an integral part of this statement.

### ENTERPRISE FUNDS Statement of Revenues, Expenses, and Changes in Fund Net Assets

#### September 30, 2008

				Total Primary
OPERATING REVENUES	General	Section 8	Management	Government
Dwelling & office rental	\$ 1,560,968	\$ -	\$ 440,330	\$ 2,001,298
Management fees	858,579	107,460	138,682	1,104,721
Other	3,727	54,600	-	58,327
Total operating revenues	2,423,274	162,060	579,012	3,164,346
OPERATING EXPENSES				
Administration	1,658,125	862,004	157,851	2,677,980
Tenant services	237,364	41,746	5,847	284,957
Utilities	387,831	27,231	48,835	463,897
Ordinary maintenance and operation	1,226,507	408,237	198,622	1,833,366
Insurance	804,869	53,615	91,621	950,105
Protective services		165,130	-	165,130
General expenses	174,681	4,508	31,239	210,428
Casualty losses	26,035	· •	9,909	35,944
Housing assistance payments	· -	5,190,592		5,190,592
Depreciation	1,280,838	7,847	90,642	1,379,327
Total operating expenses	5,796,250	6,760,910	634,566	13,191,726
Income (loss) from operations	(3,372,976)	(6,598,850)	(55,554)	(10,027,380)
Nonoperating revenues (expenses)				
Interest earnings	110,840	293,800	18,165	422,805
Gain (loss) on disposition of capital assets	(4,278)	-		(4,278)
Federal grants	2,461,259	10,772,504	-	13,233,763
Total nonoperating revenues (expenses)	2,567,821	11,066,304	18,165	13,652,290
Net income (loss) before				
tranfers and contributions	(805,155)	4,467,454	(37,389)	3,624,910
Transfers between Projects & Programs	472,624	(472,624)	-	-
Prior period adjustments	(565)	2,298	-	1,733
Capital contributions	1,219,020	<u>-</u>		1,219,020
Change in net assets	885,924	3,997,128	(37,389)	4,845,663
NET ASSETS AT BEGINNING OF YEAR	15,402,569	12,806,204	3,139,680	31,348,453
NET ASSETS AT END OF YEAR	\$ 16,288,493	\$ 16,803,332	\$ 3,102,291	\$ 36,194,116

The notes to the financial statements are an integral part of this statement

#### ENTERPRISE FUNDS Statement of Cash Flows For the Year Ended September 30, 2008

		General	Section 8	Management	Total Primary Government
CASHFLOWSFROMOPER	PATINGACTIVITIES				
Rental receipts		<b>\$</b> 1,534,433	\$ -	\$ 440,152	\$ 1,974,585
Payments to vendors		(2,916,723)	(531,170)	(655,594)	(4, 103, 487)
Payments to employees		(1,671,579)	(873,424)	(155,755)	(2,700,759)
Other receipts (payments)		885,306	162,060	138,682	1,166,048
Payments to private landor	ts each		(5,190,592)		(5,190,592)
	Net cash provided by (used in)				
	operating activities	(2,188,563)	(6,433,126)	(232,516)	(8,854,205)
CASHFLOWS FROM NONC FINANCING ACTIMITIES	CAPITAL				
Federal Grants		2,926,194	10,279,101	-	13,206,296
	Net cash provided by (used in) noncapital financing activities	2,926,194	10,279,101		13,205,296
	ru capia ii erurgadiviles	2,820,194	10,278,101		13,243,280
CASHFLONG FROM CAPTO FINANCING ACTIVITIES	(ALANDRELATED	4.545.555			
Capital contributions		1,219,020	-	-	1,219,020
Purchase of capital assets		(2,694,437)	-	(82,248)	(2,776,686)
Proceeds from sales of capi		67,798			67,798
Neto	ash provided by (used in) capital and related financing activities	(1,407,619)		(82,248)	(1,489,867)
CASHFLONG FROMINGES					
Proceeds from sales and me	umes	4.540,000	4 400 500	444.000	0.470.077
dinvesiments		1,549,233	4,492,502	111,072	6,152,807
Purchase of investments		(1,055,983)	(5,706,139)	(114,539)	(6,877,661)
Interest and dividends recei		123,687	294,071	18,842	436,600
	Net cash provided by (used in)	245.000	/0.40 <del>-000</del>		1000 00 0
	investing activities	615,937	(919,586)	15,375	(288,254)
Natingresse (decresse) in ca	xsh sand				
cash equivalents	S a u	(54,051)	2,926,409	(299,389)	2,572,989
Cashand cash equivalents a	t				
beginning of year		851,038	7,454,562	873,042	9,178,642
Cashand cash equivalents a	<b>l</b>				
end of year		\$ 796,987	\$ 10,380,971	\$ 573,653	\$ 11,751,611

The notes to the financial statement are an integral part of this statement.

#### ENTERPRISE FUNDS Statement of Cash Flows

For the Year Ended September 30, 2008

				Total
				Primary
	General	Section 8	Menagement	Government
RECONCILIATION OF OPERATING INCOME				
(LOSS) TO NET CASH PROMDED BY (USED FOR)				
OPERATING ACTIVITIES				
Operating income (loss)	\$ (3,372,976)	\$ (6,598,850)	\$ (55,554)	\$ (10,027,380)
Adjustments to reconcile operating income (loss)				
to net cash provided by (used in) operating activities:				
Depreciation	1,280,838	7,847	90,642	1,379,327
Changes in assets and liabilities:				
(Increase) decrease in accounts receivable	197,470	2,972	(46,240)	154,202
(Increase) decrease in interfund receivables	(206,995)	(6,449)	(193,657)	(407,101)
(Increase) decrease in inventory	(15,558)	-	-	(15,558)
(Increase) decrease in prepaid items	(181,410)	24,958	(15,805)	(172,257)
(Increase) decrease in other assets	_	-	-	-
Increase (decrease) in accounts payable	(43,917)	53,015	(26,813)	(17,715)
Increase (decrease) in accrued expenses	-	(150,711)	-	(150,711)
Increase (decrease) in accrued liabilities	(25,059)	154	20,853	(4,052)
Increase (decrease) in interfund payables	165,590	245,358	(3,847)	407,101
Incresse (decresse) in compensated absences	13,454	(11,420)	(2,095)	(61)
Net cash provided by (used in) operating activities	\$ (2,188,563)	\$ (6,433,126)	\$ (232,516)	\$ (8,854,205)
Reconciliation of cash and cash equivalents at end of year to Balance Sheet presentation:				
•				
Cash	\$ 558,129	\$ 10,380,971	\$ 271,576	\$ 11,210,676
Replacement cash reserve	102,317	-	288,008	390,325
Security deposits	136,541	-	14,069	150,610
Cash and cash equivalents at end of year	\$ 796,987	\$ 10,380,971	\$ 573,663	\$ 11,751,611
•				

The notes to the financial statements are an integral part of this statement.

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 1 - Organization and Summary of Significant Accounting Policies

The Housing Authority of The City of Lake Charles (the Authority) was incorporated April 25, 1940 under the authority of the Constitution and statutes (LSA:R.S. 40:381) of the state of Louisiana for the purpose of providing safe and sanitary dwellings accommodations in Lake Charles, Louisiana.

#### A. Financial Reporting Entity

GASB Statement 14, The Financial Reporting Entity, establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under the provisions of this Statement, the Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments.

The Authority is a related organization of the City of Lake Charles since the Honorable Mayor of the City of Lake Charles appoints the Authority's governing board. The Authority's governing board is composed of five members appointed for staggered five-year terms. The City of Lake Charles is not financially accountable for the Authority as it is not able to impose its will on the Authority and there is no potential for the Authority to provide financial benefit to, or impose financial burdens on, the City of Lake Charles. Accordingly, the Authority is not a component unit of the financial reporting entity of the City of Lake Charles or any other governmental unit.

In determining how to define the reporting entity, management has considered all potential component units. Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Authority for financial reporting purposes. The criterion include manifestation of oversight responsibility; including financial accountability, appointment of a voting majority, imposition of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential dual inclusion, and organizations included in the reporting entity although the primary organization is not financially accountable.

Based on the previous criteria, the Authority has determined that there are no component units that should be considered as part of the Authority's reporting entity.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### A. Financial Reporting Entity (Continued)

Programs within the general and section 8 funds operated by the Authority receive federal financial assistance from the U.S. Department of Housing and Urban Development (HUD), and are subject to applicable laws and regulations. The operations of each fund are accounted for through a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Federal contributions are received and accounted for in the individual programs based upon the purposes for which they are to be spent. The Authority is not subject to income taxes.

A brief description of the various programs is as follows:

- Housing Authority Owned Rental Housing (FW-1132) Approximately 833 units of low-income public housing is owned by the Housing Authority of The City of Lake Charles. Low Income is defined by published entry in the Federal Register per Standard Metropolitan Statistical Areas (SMSA). Tenants pay the highest of 30% of their adjusted income or 10% of monthly income for such housing.
- Section 8 Public Owned Rental Housing Section 8 Public Housing is a program designed to allow private homeowners to lease their houses to low-income families. The rents are set by the Federal Government and published in the Federal Register and cannot be increased without HUD approval. Tenants pay the highest of 30% of their adjusted income or 10% of monthly income for such housing. The Housing Authority of The City of Lake Charles makes up the difference between the tenants portion of the rent and the Fair Market Rent as subsidy to the homeowner. Section 8 has evolved into two programs:

Housing Choice Vouchers (FW-2228V) – 1,542 units Moderate Rehab (FW-2074) – 72 units

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### A. Financial Reporting Entity (Continued)

- PHA Owned Rental Housing PHA Owned Housing consists of approximately 119 units, which the Housing Authority of The City of Lake Charles has acquired through the Federal Home Loan Bank Affordable Housing Program. The basic Section 8 rules apply. The qualifications are the same income limits published in the Federal Register for Low Income Public Housing tenants. Tenants pay the highest of 30% of their adjusted income or 10% of monthly income for such housing.
- Shelter Plus Care Housing This program provides for housing for homeless individuals and families with special disabilities. The basic Section 8 rules apply.
- PHA Owned Rental Housing and Other Properties This program consists of PHA owned housing units and other properties acquired through management fees and earnings. Fair rental values are established and charged for the housing units but low-income guidelines do not apply.

#### B. Funds

The accounts of the Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

All funds of the Authority are classified as proprietary. The general fund accounts for transactions of the public housing low rent program and the capital fund program. The Section 8 fund accounts for transactions of the housing choice voucher program, the moderate rehab program, and the shelter plus care housing program. The management program accounts for owned housing and other properties and management fees received for which the Authority is the managing agent.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### C. Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The Authority has elected, pursuant to Governmental Accounting Standards Board (GASB) Statement 20, to apply all GASB pronouncements and only FASB pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's funds are rent and maintenance charges to residents and administration fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to residents. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### D. Budgets

Budgets are prepared on an annual basis for each major operating program and are used as a management tool throughout the accounting cycle. Budgets are not, however, legally adopted nor legally required for financial statement presentation.

#### E. Cash and Cash Equivalents

Cash includes amounts in demand deposits and interest-bearing demand deposits. The Authority considers all highly liquid financial instruments purchased with an original maturity of 90 days or less when purchased to be cash equivalents. The Authority had no cash equivalents at September 30, 2008. Under the regulatory agreement, the Authority is required to set aside amounts for the replacement of property and other project expenditures approved by HUD. HUD-restricted deposits, which approximate \$ 390,325 at September 30, 2008, are held in a separate account and generally are not available for operating purposes. The replacement reserve account is shown on the balance sheet as a restricted asset, and is considered to be part of cash.

#### F. Investments

Investments are limited by LSA-R.S. 33:2955 and the Authority's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments included certificates of deposits totaling \$8,518,662, of which \$6,675,937 is classified as restricted.

The investments are reflected at fair value except for the following, which are required/permitted as per GASB Statement No. 31:

- 1. Investments in <u>nonparticipating</u> interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.
- 2. The Authority reported at amortized cost money market investments and <u>participating</u> interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### F. Investments (Continued)

#### Definitions:

Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, guaranteed investment contracts and mortgage-backed securities.

Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

#### G. Short-term Inter-fund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for services rendered. Services provided, deemed to be at market or near market rates, are treated as revenues and expenses. Additionally, transactions occur between individual funds as a result of the use of a common paymaster for shared costs of the Authority. Cash settlements are made periodically. These receivables and payables are classified as inter-fund receivables/payables.

#### H. Inventory

All purchased inventory items are valued at cost using first-in, first-out method. Acquisition of materials and supplies are accounted for on the consumption method, that is, the expenses are charged when the items are consumed.

#### 1. Prepaid Items

Payments made to vendors that will benefit periods beyond the fiscal year end are recorded as prepaid items.

#### J. Restricted Assets

Certain assets are classified as restricted assets on the balance sheet because their use is restricted for modernization programs, security deposits held in trust, and for the replacement of property and other project expenditures approved by HUD.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### K. Capital Assets

The Authority's purchased capital assets are recorded at historical cost and depreciated over their estimated useful lives. Donated capital assets are recorded at their estimated fair value at the date of donation. The Authority's policy is to capitalize significant items of equipment, major renovations, buildings, and real estate. The Authority capitalizes equipment and/or personal property with an initial cost of \$1,000 or more and an anticipated life or useful value of said equipment or property of more than one year. The capitalization threshold applies to all capital assets with the exception of ranges and refrigerators.

Straight-line depreciation is calculated in accordance with PHA-GAAP guidelines as follows:

Original buildings	40 years
Site improvements	15-40 years
Furniture, equipment, and machinery	5-10 years
Vehicles	5-10 years
Computers	3 years

When capital assets are sold or otherwise disposed of, the asset account and related accumulated depreciation account are relieved, and any gain or loss is included in operations.

#### L. Deferred Revenues

The Authority reports deferred revenues on its balance sheet. Deferred revenues arise when the Authority receives resources before it has a legal claim to them. In subsequent periods, when the Authority has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and the revenue is recognized.

#### M. Compensated Absences

The Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Annual and sick leave is earned by each full-time and each part-time associate who has a regular tour of duty, except that no associate shall earn annual or sick leave while serving on restricted appointment or while using leave from an agency leave pool as defined in Rule 11.34.

#### Notes to Basic Financial Statements

September 30, 2008

### Note 1 - Organization and Summary of Significant Accounting Policies (Continued)

#### M. Compensated Absences (Continued)

The earning of such leave is based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period based on graduated rates per hour. Accrued unused annual and sick leave earned by an associate shall be carried forward to succeeding calendar years. Upon separation from the Authority, an associate is paid the value of his accrued annual leave in a lump sum up to a maximum of 300 hours disregarding any final fraction of an hour; provided the privileges of this rule shall not extend to any associate who is dismissed for theft of Authority funds or property. Upon separation from the Authority, an associate is not compensated for sick leave.

#### N. Restricted Net Assets

Net assets are reported as restricted when constraints placed on net asset use are either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

#### O. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

#### Note 2 - Deposits and Investments

The Authority's investments are limited to those allowed by state statute. At September 30, 2008, the Authority's investments consisted of certificates of deposits.

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 2 - Deposits and Investments (Continued)

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of September 30, 2008, \$18,036,766 of the Authority's bank balances of \$20,633,422 was exposed to custodial credit risk as follows:

Uninsured and collateral held by pledging Banks' trust department not in the Authority's name

\$18,036,766

Although the pledged securities are considered uncollateralized under the provisions of GASB Statement 40, Louisiana Revised Statue 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Authority that the fiscal agent has failed to pay deposited funds upon request.

Under state law, the Authority's demand deposits are required to be fully collateralized at all times. Acceptable collateralization includes Federal Deposit Insurance Corporation (FDIC), National Credit Union Share Insurance Fund (NCUSIF), Securities Investor Protection Corporation (SIPC), and pledged securities. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

Custodial Credit Risk – Investments: For an investment, this is the risk that, in the event of the failure of the counter-party, the Authority will not be able to recover the value of its investments or collateral securities are in the possession of an outside party. The Authority does maintain investment accounts at a financial institution.

Interest Rate Risk: The Authority's policy does not address interest rate risk.

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 3 - Accounts Receivable

The accounts receivables at September 30, 2008 are as follows:

	1	General	Se	ction 8	Ma	nagement	Total
Class of Receivable						_	
Local sources:							
Tenants	\$	29,959	\$	_	\$	1,689	\$ 31,648
A/R-Ins.miscellaneous		17,796		=		230,358	248,154
A/R-PHA projects		-		5,395		_	5,395
Other		_		-		-	-
Federal sources:							
Due from HUD		78,669		-		_	78,669
	\$	126,424	\$	5,395	\$	232,047	\$ 363,866

The accounts receivable – other consists of balances due from other entities the Authority manages and consists of balances due from other entities that are commercial property tenants. The Authority expects to collect those balances in full. Included in tenants accounts receivable are repayment agreements for fraudulently reporting incorrect income amounts for past rental calculations.

#### Note 4 - Prepaid Items

Prepaid items as of September 30, 2008 consisted of prepaid insurance of \$438,689.

#### Note 5 - Capital Assets

Changes in capital assets and accumulated depreciation during the current year are as follows:

		9/30/2007 Cost	Additions	Dis	spositions	9/30/2008 Cost
Land	\$	793,281	\$ 	\$	<u> </u>	\$ 875,529
Building and Improvements		41,297,515	1,691,838		~	42,989,353
Furniture, equipment, and machinery	_	1,824,672	 934,801	_	59,623	 2,699,850
	\$	43,915,468	\$ 2,708,887	\$	59,623	46,564,732
Accumulated depreciation: Balance 09/30/07						29,686,365
Current year depreciation						1,379,327
Current year dispositions						 (59,623)
Balance 09/30/08						31,006,069
Capital assets, net of accumulated deprecia	atio	n			_	\$ 15,558,663

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 6 ~ Interfund Receivables/Payables

The following schedule reports receivables and payables within the reporting entity at September 30, 2008:

	Interfund Receivables	Interfund Payables		
General		<u></u>		
Housing Choice Vouchers	\$ 75,104	\$ 1,451		
Capital Grants	-	-		
Moderate Rehab	10,930	-		
Management	192,354_	193,184_		
	278,388	194,635		
Section 8				
Rental	1,451	283,386		
Housing Choice Vouchers	4,998	-		
Moderate Rehab	-	-		
Management	-	1,693		
	6,449	285,079		
Management				
Rental	193,184	-		
Housing Choice Vouchers	1,693	-		
•	194,877			
Totals	\$ 479,714	<b>\$</b> 479,714		

#### Note 7 - Accounts Payable

The accounts payable at September 30, 2008 are as follows:

	Gene	rai	S	ection 8	Manag	gement	Total
Class of Payable							
Vendors	\$	-	\$	53,015	\$	-	\$ 53,015
Contract Retentions		-		-		-	-
Due to Other Governments	107	,991					\$ 107,991
Payment in lieu of property tax		-		-		-	-
Payable to HUD		-					
	\$ 107	991	\$	53,015	\$	-	\$ 161,006

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 8 - General Long-Term Obligations

The following is a summary of the long-term obligation transactions for the year ended September 30, 2008, which consisted of, compensated absences:

Balance, beginning	\$ 174,787
Net Changes	 (61)
Balance, ending	\$ 174,726
Amounts due in one year	\$ 17,473

In the past the liability has been liquidated by the general fund.

#### Note 9 - Retirement Plan

The Authority participates in the Housing-Renewal and Local Agency Retirement Plan, which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Authority provides pension benefits for all of its full-time employees. All regular and full time employees are eligible to participate in the plan on the first day of the month after completing six months of continuous and uninterrupted employment. The Board of Commissioners of the Authority determines plan provisions and changes to plan contributions.

Under a defined contribution plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account and the returns earned on investments of those contributions.

Under the plan, the Authority contributes 8.5% of the employee's basic (excludes overtime) monthly salary to the plan with the provision that the employee is required to contribute a minimum of 6%. The Authority's contribution for each employee and income allocated to the employee's account are fully vested after five years of continuous service. The Authority's contributions and interest forfeited by employees who leave employment before five years of service are used to offset future contributions of the Authority. Normal retirement date shall be the first day of the month following the employee's 65<sup>th</sup> birthday.

The Authority's total payroll for the year ended September 30, 2008 was \$1,584,041. The Authority's contributions were calculated using the base salary amount of \$1,405,519. The Authority made the required contributions of \$119,470 for the year ended September 30, 2008.

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 10 - Contingencies and Commitments

<u>Litigation</u> At September 30, 2008, the Authority was involved in a variety of litigation. It is the opinion of the legal advisor of the Authority that this litigation would not have a material effect on the financial statements and that any potential liability would be covered by insurance.

Grant Disallowances In the normal course of operations, the Authority receives grant funds from federal agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Management of the Authority believes that the amount of disallowances, if any, which may arise from future audits will not be material.

<u>Construction Projects</u> There are construction projects in progress at September 30, 2008, which include modernizing rental units. HUD funds these projects. Funds are requested periodically as the cost is incurred. The outstanding construction commitment was approximately \$ 78,669 as of September 30, 2008.

#### Note 11 - Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Authority carries commercial insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

#### Note 12 - Management Agreement

The Authority entered into a management agreement with Chateau du Lac Limited Partnership on November 24, 1981 whereby the Authority will have the duty of maintaining, servicing, repairing, promoting, publicizing, operating, and managing an apartment complex owned by Chateau du Lac Limited Partnership. The agreement calls for a management fee, from occupancy date, of 4 1/2% of gross rental income. Management fee income for the year ended September 30, 2008 was \$ 41,563.

#### Notes to Basic Financial Statements

September 30, 2008

#### Note 12 - Management Agreement (Continued)

In July 2001 the Authority received approval from the United States Department of Housing and Urban Development (HUD) to become the management agent of a second property. The Authority will have the duty of maintaining, servicing, repairing, promoting, publicizing, operating, and managing a housing complex owned by Willow Manor, Inc. The management fee set forth and approved by HUD, is 8.9% of residential income collected. Management fee income for the year ended September 30, 2008 was \$ 7,900.

### Note 13 – Economic Dependence and Current Vulnerability Due to Certain Concentrations

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing and Urban Development provided \$14,452,783 to the Authority, which represents approximately 80% of the Authority's total revenue for the year.

The Authority's operations are concentrated in the public housing real estate market. In addition, the Authority operates in a heavily regulated environment. The operations of the Authority are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies, including, but not limited to, HUD. Such administrative directives, rules, and regulations are subject to change by an act of congress or an administrative change mandated by HUD. Such changes may occur with little notice or inadequate funding to pay the related cost, including additional administrative burden, to comply with a change.

#### **Note 14- Prior Period Adjustments**

A prior period adjustment relating to the General fund was necessary to adjust for erroneous expensing of grants. Prior period adjustments were made to the Section 8 fund when it was determined that an overpayment was made to HUD that related to the prior year.

## SUPPLEMENTARY INFORMATION FINANCIAL DATA SCHEDULE

#### Housing Authority of The City of Lake Charles

#### Lake Charles, Louisiana FINANCIAL DATA SCHEDULE For the Year Ended September 30, 2008

	Business	Shelter	Low Rent	Mod Rehab
Account Description	Activities		Public Housing	MR0002
 Cash-Unrestricted	\$271,576	\$0	\$558,129	\$27,563
Cash-restricted-modernization & develop	\$288,008	\$0	\$102,317	\$0
Cash-other restricted	\$0	\$0	\$0	\$0
Cash-Tenant Security Deposits	\$14,069	\$0	\$138,541	\$0
Total Cash	\$573,653	<b>2</b> 0	\$796,987	\$27,683
Accounts Receivable-PHA Projects	\$075,000	\$0	\$0	\$3,610
Accounts Receivable-HUD Other Projects	\$0	\$0	\$78,669	\$3,010
Accounts Receivable-Miscellaneous	\$230,357	\$0	\$17,798	\$0 \$0
Accounts Receivable-Tenants-Dwell Rents	\$1,690	\$0		\$0 \$0
Fraud Recovery	\$1,090	\$0	\$55,528 \$0	\$3,345
Allowance for Doubtful Accounts-Fraud	\$0	\$0	•	
Accrued Interest Receivable			(\$25,569)	
Total Receivables, net of allowance	\$325	\$0	<u>\$17,939</u>	\$71
rotal receivables, her of applyance	\$232,372	\$0	\$144,363	\$3,681
Investments-Unrestricted	\$114,539	\$0	\$1,697,984	\$30.202
Investments-Restricted	\$0	\$0	\$0	<b>\$</b> 0
Prepaid Expenses and Other Assets	\$41,659	\$0	\$381,982	\$1,348
Inventories	\$0	\$0	\$27,091	\$0
Interprogram Due From	\$194,877	\$632	\$278,388	\$0
Total Current Assets	\$1,157,100	\$632	\$3,326,795	\$62,892
Land	\$144,475	\$0	\$731,054	\$0
Buildings	\$2,393,851	\$0	\$39,884,770	\$0
Furniture, Equipment & Machinery-Dwell	\$101,458	\$0	\$1,962,829	\$0
Furniture, Equipment & Machinery-Admin	\$9,291	50	\$559,442	\$0
Leasehold Improvements	\$868,128	\$0	\$42,604	\$0
Accumulated Depreciation	(\$1,322,968)	\$0	(\$29,627,984)	\$0
Total Fixed Assets, Net of Acc. Deprec.	\$1,994,235	\$0	\$13,552,715	\$0
Total Assets	\$3,151,335	\$632	\$16,879,510	\$62,892
Accounts Payable<=90 days	\$0	\$0	en	<b>t</b> o
Accrued Comp. Absences - Current	\$747	\$0 \$0	\$0 \$14.030	\$0 \$110
Accounts Payable-HUD PHA Programs	\$0	\$U \$0		
Accounts Payable-Other Government	02 02	\$0 \$0	\$0	\$0
Tenant Security Deposits		\$0 \$0	\$107,991	\$0
Other Current Liabilities	\$14,069 \$27,508	\$U \$0	\$136,541	\$0
Interprogram Due To			\$11,556	\$0
Total Current Liabilities	<u>\$0</u> \$42,324	<u>\$0</u> \$0	\$194,635	\$10,930
Accrued Comp. Absences-Non Current	\$6,719	\$0 \$0	\$464,753	\$11,040
Total Noncurrent Liabilities	\$6,719	\$0 \$0	\$126,264	<b>\$989</b> <b>\$</b> 989
Total Liabilities	\$49,043	\$0	\$126,264	
invested in Capital Assets	\$1,994,235	\$0 \$0	\$591,017	\$12,029
Restricted Net Assets	\$288,008	\$0 \$0	\$13,552,715 \$102,317	\$0 \$0
Unrestricted Net Assets		\$632		
Total Equity/Net Assets	\$820,048	•••	\$2,633,461	\$50,883
- Area Edittilistat Vocare	\$3,102,291	\$632	\$16,288,493	\$50,863
Total Liabilities and Equity/Net Assets	\$3,151,335	\$632	\$16,879,510	\$62,892

Moderate	Housing	Disaster	Disaster	Activity-		
Rehabilitation	Choice	Voucher	Housing Assist	Sect. 901	Program	
LA004MR0003	Vouchers	Program	Grant	Emerg.Supp	1	Total
\$42,029	\$932,328	\$0	\$864,697	\$2,472,678	\$0	\$5,169,100
\$0	\$0	\$0	\$0	\$0	\$0	\$390,325
\$0	\$6,041,576	\$0	\$0	\$0	\$0	\$6,041,576
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<b>\$150,610</b>
\$42,029	\$6,973,904	\$0	\$864,697	\$2,472,678	\$0	\$11,751,611
\$0	\$0	\$0	\$1,785	\$0	\$0	\$5,395
\$0	\$0	\$0	\$0	\$0	\$0	\$78,669
\$0	\$0	\$0	\$0	\$0	\$0	\$248,153
\$0	\$0	\$0	\$0	\$0	\$0	\$57,218
\$0	\$197,179	\$0	\$0	\$0	\$0	\$200,524
\$0	(\$197,179)	\$0	\$0	\$0	\$0	(\$226,093)
\$0	\$467	\$0	\$0	\$54,343	<u>\$0</u>	\$73,145
\$0	\$467	\$0	\$1,785	\$54,343	\$0	\$437,011
\$0	\$0	\$0	\$0	\$0	\$0	\$1,842,725
\$0	\$370,504	\$0	\$0	\$6,305,433	\$0	\$6,675,937
\$0	\$12,933	\$0	\$769	\$0	\$0	\$438,689
\$0	\$0	\$0	\$0	\$0	\$0	\$27,091
<u>\$0</u>	\$4,999	<b>\$</b> Q	\$0	\$818	\$0	\$479,714
\$42,029	\$7,362,807	\$0	\$867,251	\$8,833,271	\$0	\$21,652,777
\$0	\$0	\$0	\$0	\$0	\$0	\$875,529
\$0	\$0	\$0	\$0	\$0	\$0	\$42,278,621
\$0	\$0	\$0	\$0	\$0	\$0	\$2,064,287
\$0	\$66,830	\$0	\$0	\$0	\$0	\$635,563
\$0	\$0	\$0	\$0	\$0	\$0	\$710,732
\$0	(\$55,117)	\$0	<b>\$</b> 0	\$0	\$0	(\$31,006,069)
<u>\$0</u>	\$11,713	\$0	\$0	\$0	\$0	\$15,558,683
\$42,029	\$7,374,520	\$0	\$867,251	\$8,833,271	\$0	\$37,211,440
V.=,0=0	4.10.11020	••	VUI, 124.	<b>V</b> = V= Z: \	<b>7-</b>	***,***,***
\$0	\$7,209	\$0	\$0	\$45,806	\$0	\$53,015
\$1,308	\$1,974	\$0	\$613	\$0	\$0	\$18,781
\$0	\$10,895	\$0	\$0	\$0	\$0	\$10,895
\$0	\$0	\$0	\$0	\$0	\$0	\$107,991
\$0	\$0	\$0	\$0	\$0	\$0	\$150,610
\$0	\$0	\$0	\$0	\$0	\$0	\$39,064
\$0	\$76,796	\$0	\$197,353	\$0	\$0	\$479,714
\$1,308	\$96,873	\$0	\$197,966	\$45,806	\$0	\$860,071
\$0	\$17,764	\$0	\$5,517	\$0	\$0	\$157,253
\$0	\$17,764	\$0	\$5,517	\$0	\$0	\$157,253
\$1,308	\$114,637	\$0	\$203,483	\$45,806	\$0	\$1,017,324
\$0	\$11,713	\$0	\$0	\$0	\$0	\$15,558,683
\$0	\$6,730,817	\$0	\$0	\$0	\$0	\$7,121,142
\$40,721	\$517,353	\$0	\$663,768	\$8,787,465	\$0	\$13,514,311
\$40,721	\$7,259,883	\$0	\$663,768	\$8,787,465	\$0	\$36,194,116
		-	**************************************	***********	عبع	
\$42,029	\$7,374,520	\$0	\$867,251	\$8,833,271	\$0	<b>\$</b> 37 <b>,2</b> 11, <del>44</del> 0

#### Housing Authority of The City of Lake Charles

#### Lake Charles, Louisiana

#### FINANCIAL DATA SCHEDULE

#### For the Year Ended September 30, 2008

	Business	Shelter	Low Rent	Mod Rehab
 Account Description	Activities	Plus Care	Public Housing	MR0002
Dwelling & Office Rental	\$440,330	\$0	\$1,560,968	\$0
Management Fees	\$138,682	\$0	<b>\$85</b> 8,579	\$0
Other Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$3,727</u>	<u>\$642</u>
Total Operating Revenues	\$579,012	\$0	\$2,423,274	\$642
HUD PHA Operating Grants	\$0	\$31,926	\$2,461,259	\$229,809
Capital Grants	\$0	\$0	\$1,219,020	\$0
Housing assistance payments	\$0	\$0	\$0	\$0
Ongoing administrative fees earned	\$0	\$0	\$0	\$0
Investment Income-Unrestricted	\$13,265	\$0	\$72,959	\$1,339
Gain/Loss on Sale of Fixed Assets	\$0	\$0	(\$4,278)	\$0
Investment Income-Restricted	\$4,899	\$0	\$37,881	\$0
Total Non-Operating Revenue	\$18,164	\$31,926	\$3,786,841	\$231,148
Total Revenue	\$597,176	\$31,926	\$6,210,115	\$231,790
Administrative Salaries	\$18,992	\$0	<b>\$67</b> 1,658	\$4,797
Auditing Fees	\$2,000	\$0	\$15,000	\$0
Employee Benefit Contributions-Admin	\$6,202	\$0	\$187,260	\$2,033
Other Operating-Administrative	\$115,262	\$2,497	\$260,574	\$3,325
Tenant Services-Salaries	\$4,015	\$0	\$158,320	\$0
Management Fee	\$0	\$0	\$418,233	\$8,048
Legal Expenses	\$2,489	\$0	\$16,216	\$0
Travel & Relocation	\$12,908	\$0	\$58,304	\$956
Accounting Fees	\$0	\$0	\$74,970	\$3,780
Employee Benefit ContribTenant Svcs	\$1.831	\$0	\$13.998	\$0
Tenant Services-Other	\$0	\$0	\$22,959	\$0
Water	\$13,622	\$0	\$248,556	\$97
Electricity	\$27,460	\$0	\$92,034	\$202
Gas	\$7,753	\$0	\$47,241	\$0
Ordinary Maint and Operations-Labor	\$46,104	\$0	\$464,449	\$0
Ordinary Maint and Operations-Materials	\$36,174	\$0	\$317,983	\$0
Ordinary Maint and Operations-C. Costs	\$113,621	\$0	\$64,329	\$2,781
Employee Benefit Contributions-Ord Maint	\$2,724	\$0	\$123,570	\$0
Protective Services-Other Contract Costs	\$0	\$0	\$0	\$0
Insurance Premiums	\$91,622	\$0	\$804,870	\$3,138
Other General Expenses	\$0	\$0	\$256,175	\$0,150
Payments in Lieu of Taxes	\$27,509	\$0	\$107,991	\$0
Bad Debt-Tenant Rents	\$3,730	\$0	\$66,689	<b>\$</b> 0
Total Operating Expenses	\$534,015	\$2,497	\$4,489,377	\$27.155
Excess Operating Rev over Operating Exp	\$63,161	\$29,429	\$1,720,738	\$204,635
Casualty Losses-Non-Capitalized	\$9,909	\$0	\$26,035	\$0
Housing Assistance Payments	\$0	\$28,797	\$0,000	\$205,513
Depreciation Expense	\$90,642	\$0	\$1,280,838	\$0
Total Expenses	\$634,568	\$31,294	\$5,796,250	\$232,668
Operating Transfers In	\$00 <b>-1,300</b>	\$01,254	\$472,624	\$0
Operating Transfers Out	\$0	<b>\$</b> D	\$0	\$0
Total Other Financing Sources (Uses)	\$0 \$0	\$0	\$472,624	\$0
Excess-Defic-Operating Rev Over/Under	• -			• .
. •	(\$37,389)		\$886,489	(\$878)
Beginning Equity	\$3,139,680	\$0	\$15,402,569	\$50,401
Prior Pd. Adjustments, Equity Transf/Corr	\$0	\$0	(\$565)	
Unit Months Available	1,452	103	•	504
Number of Unit Months Leased	1,069	103	_	493

Moderate	Housing	Disaster	Disaster	Fed-Activity	Federal	
Rehabilitation	Choice	Voucher	Housing Assist.	Sect. 901	Program	
LA004MR0003	Vouchers	Program	Grant	Emerg.Supp.	1	Total
\$0	\$0	\$0	\$0	\$0	\$0	\$2,001,298
\$0	\$107,460	\$0	\$0	\$0	\$0	\$1,104,721
\$458	\$53,500	<u>\$0</u>	\$0	\$0	<u>\$0</u>	\$58,32 <u>7</u>
\$458	\$160,960	\$0	\$0	\$0	\$0	\$3,164,346
\$170,547	\$0	\$0	\$1,379,248	\$0	\$0	\$4,272,789
\$0	\$0	\$0	\$0	\$0	\$0	\$1,219,020
\$0	\$8,166,716	\$197,049	\$0	\$0	\$0	\$8,363,765
\$0	\$597,209	\$0	\$0	\$0	\$0	\$597,209
\$956	\$17,910	\$0	\$7,854	\$0	\$0	\$114,283
\$0	\$0	\$0	\$0	\$0	\$0	(\$4,278)
\$0	\$0	\$0	\$0	\$265,742	\$0	\$308,522
<b>\$171,503</b>	\$8,781,835	\$197,049	\$1,387,102	\$265,742	\$0	\$14,871,310
\$171,961	\$8,942,795	\$197,049	\$1,387,102	\$265,742	\$0	\$18,035,656
\$3,427	\$159,609	\$0	\$79,478	\$0	\$0	\$937,961
\$0	\$2,000	\$0	\$0	\$0	\$0	\$19,000
\$1,452	\$72,650	\$0	\$25,477	\$0	\$0	\$295,074
\$2,372	\$64,998	\$34,663	\$111,919	\$10,774	\$0	\$606,384
\$0	\$24,092	\$0	\$0	\$0	\$0	\$184,427
\$4,320	\$137,820	\$0	\$16,776	\$0	\$0	\$583,197
\$0		\$0		\$0	\$0	\$18,704
\$683	\$9,916	\$0	\$912	\$0	\$0	\$83,679
\$2,700	\$86,138	\$0	\$10,485	\$0	\$0	\$178,073
\$0	\$10,988	\$0	\$0	\$0	\$0	\$26,815
\$0	\$0	\$0	\$0	\$6,666	\$0	\$29,625
\$70	\$492	\$0	\$0	\$0	\$0	\$262,837
\$144	\$23,435	\$0	\$2,604	\$0	\$0	\$145,879
\$0	\$187	\$0	\$0	\$0	\$0	\$55,181
\$0	\$0	\$0	\$0	\$0	\$0	\$510,553
\$0	\$3,370	\$0	\$0	\$243	\$0	\$357,771
\$1,987	\$0	\$0	\$0	\$295,656	\$0	\$478,374
\$0	\$98,802	\$0	\$5,399	\$0	\$0	<b>\$230,49</b> 5
\$0	\$0	\$0	\$0	\$1 <del>6</del> 5,130	\$0	\$165,130
\$2,240	\$47,364	\$0	\$873	\$0	\$0	\$950,105
\$0	\$4,509	\$0	\$0	\$0	\$0	\$260,684
\$0	\$0	\$0	\$0	\$0	\$0	\$135,500
<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$70,419</u>
\$19,395	\$746,370	\$34,663	\$253,923	\$478,469	\$0	\$6,585,864
\$0	\$8,196,425	\$162,386	\$1,133,179	(\$212,728)	\$0	\$11,297,226
\$0	\$0	\$0	\$0	\$0	\$0	<b>\$35,944</b>
\$153,395	\$4,179,850	\$162,387	\$460,650	\$0	\$0	\$5,190,592
<u>\$0</u>	<u>\$7,847</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$1,379,327
\$172,790	\$4,934,066	\$197,050	\$714,573	\$478,469	<b>\$</b> 0	\$13,191,727
\$0	\$0	\$0	\$0	\$4,225,251	\$0	\$4,697,875
<b>\$</b> 0	(\$5,149,340)	\$0	(\$8,761)	(\$460,226)	\$0	(\$5,618,327)
\$0 (#000)	(\$5,149,340)	\$0	(\$8,761)	\$3,765,025	\$0 *0	(\$920,452)
(\$829)	(\$1,140,611)	(\$1)	\$663,768	\$4,472,749	<b>\$</b> 0	\$4,843,930
\$40,592	\$7,482,343	\$0	\$0	\$5,232,868	\$0	\$31,348,453
\$958	\$0	\$0	\$0	\$0	\$0	\$1,733
360	18,504	-	929	-	-	21,852
350	11,469	-	929	-	•	14,413

#### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended September 30, 2008

			10/01/07	7-09/30/08	Cum	ulative
Federal Grantor/Pass-through	<b>CFDA</b>	<b>Gart</b>	G	rants	G	arts
Gartor/ProgramNane	Nunter	N.nter .	Receipts	Expenditures	Receipts	Expenditures
Department of Housing and Ulban Develop	ment:					
PHACyredHousing	14.850	FW1132	3,680,279	\$ 3,680,279		•
Public Housing Capital Fund		FW1132				
2002 Capital Grant.	14.872	LA-48P004501-02	-	•	1,461,917	1,461,917
2008 Capital Gart	14.872	LA-487004501-03	-	-	1,126,887	1,229,745
2008 Capital Grant Addition	14.872	LA-48P004502-03	-	•	242,212	245,033
2004 Capital Grat	14.872	LA-45F004501-04	-	•	630,311	688,822
2005 Capital Grant	14.872	LA-497004501-05	-	-	157,452	153,772
2006 Capital Grant	14.872	LA-48F004E01-05	-	-		
Section 8 Moderate Rehabilitation	14.856	FW2074	400,356	40,356	-	•
Disaster Housing Assist. Grant	97.109		1,379,248	1,379,248		
Disaster Voucher Program	14.DVP		197,049	197,049		
Section 8 Husing Choice Vouchers	14.871	FW72228V	8,763,925	8,763,925	-	
Shatter Plus Care Perevel	14.238	LA-45CAU1CUI	31,926	31,926	42,963	42,963
				\$ 14,452,783		
				···		

#### Notes to the Schedule of Federal Financial Assistance

For the Year Ended September 30, 2008

#### Note 1 - Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of all federal awards programs of the Housing Authority of The City of Lake Charles (the Authority). The Authority's reporting entity is defined in Note 1 of the notes to the basic financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

#### Note 2 - Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to the Authority's basic financial statements.

#### Note 3 - Relationship to Basic Financial Statements

Federal awards revenues are reported in the Authority's basic financial statements as follows:

Federal Sources	<u>Amount</u>
General	\$ 3,680,279
Section 8	<u>10,772,504</u>
	<u>\$14,452,783</u>

#### Note 4 – Relationship to Federal Financial Reports

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with accounting principles generally accepted in the United States of America.

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Board of Commissioners Housing Authority of The City of Lake Charles Lake Charles, Louisiana

I have audited the financial statements of the business-type activities, each major fund, and the aggregate remaining fund information of the Housing Authority of The City of Lake Charles as of and for the year ended September 30, 2008, which collectively comprise the Authority's basic financial statements, and have issued my report thereon dated March 20, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America.

#### **Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Housing Authority of The City of Lake Charles' internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of The City of Lake Charles' internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Housing Authority of The City of Lake Charles' internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Housing Authority of The City of Lake Charles' ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Housing Authority of The City of Lake Charles's internal control.

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A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Housing Authority of The City of Lake Charles' internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Housing Authority of The City of Lake Charles' financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board, management, Louisiana Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513 this report is distributed by the office of the Louisiana Legislative Auditor as a public document.

William V. Trimm

Lake Charles, Louisiana

March 20, 2009

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Report on Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133

Board of Commissioners Housing Authority of The City of Lake Charles Lake Charles, Louisiana

#### Compliance

I have audited the compliance of the Housing Authority of The City of Lake Charles with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended September 30, 2008. The Housing Authority of The City of Lake Charles' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority of The City of Lake Charles' management. My responsibility is to express an opinion on the Housing Authority of The City of Lake Charles' compliance based on my audit.

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal An audit includes examining, on a test basis, program occurred. evidence about the Housing Authority of The City of Lake Charles' compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on the Housing Authority of The City of Lake Charles' compliance with those requirements.

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In my opinion, the Housing Authority of The City of Lake Charles, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2008.

#### **Internal Control Over Compliance**

The management of the Housing Authority of The City of Lake Charles is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing my audit, I considered the Housing Authority of The City of Lake Charles' internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the Housing Authority of The City of Lake Charles's internal control over compliance.

My consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirements of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirements of a federal program that it more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

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William V. Trimm, CPA Lake Charles, Louisiana

March 20, 2009

#### Housing Authority of The City of Lake Charles

Lake Charles, Louisiana

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS For the Year Ended September 30, 2008

#### A. SUMMARY OF AUDITORS' RESULTS

- 1. The auditor's report expresses an unqualified opinion on the financial statements of the Housing Authority of The City of Lake Charles.
- 2. There were no significant deficiencies required to be disclosed by *Government Auditing Standards* issued by the Comptroller General of the United States.
- 3. There were no instances of noncompliance considered material, as defined by the *Government Auditing Standards*, to the financial statement.
- 4. There were no significant deficiencies in internal control over major federal award programs to be reported in the report on compliance with requirements applicable to each major program or on internal control over compliance in accordance with OMB Circular A-133.
- 5. The auditor's report on compliance for the major federal award programs for the Housing Authority of The City of Lake Charles expresses an unqualified opinion on all major federal programs.
- 6. Audit findings that are required to be reported in accordance with Section 510 (a) of OMB Circular A-133 are reported in this Schedule.
- 7. The programs tested as major program included:
  - a. Lower Income Housing Assistance Program CFDA 14.856
  - b. Section 8 Housing Choice Voucher Program CFDA 14.871
  - c. PHA Owned Low Rent Public Housing- CFDA 14.850
  - d. Public Housing Capital Fund Program CFDA 14.872
  - e. Disaster Housing Assistance Grant CFDA 97.109
- 8. The threshold for distinguishing Types A and B programs was \$ 433.583.
- 9. The Housing Authority of The City of Lake Charles was determined to be a low-risk auditee.

### B. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARDS PROGRAMS AUDIT

There were no findings or questioned costs found in the (40) tenant files reviewed for the audit period ended September 30, 2008.

#### SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS For the Year Ended September 30, 2008

#### DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

### FINDING: 2007-01 - Rent Calculation Error/Utility Allowance (UA) Schedule Discrepancy

<u>Condition:</u> The finding was a significant deficiency stating that 2 of the 10 files tested contained rent calculation errors. The net effect of the errors resulted in no overpayment by the Department of Housing and Urban Development.

<u>Recommendation:</u> The auditor recommended procedures relating to the approval of tenant files be strengthened prior to housing tenants.

<u>Current Status:</u> The recommendation was adopted in April 2008. The strengthening of the tenant file approval procedures has corrected the condition.

#### FINDING: 2007-02 - Annual Inspection of Dwelling Units

<u>Condition:</u> The finding was a significant deficiency stating that 3 of the 10 files tested were found to have been missing inspection forms or had inspection forms that were out-of-date.

<u>Recommendation:</u> The auditor recommended procedures be put in place to make certain that required inspections of dwelling units take place and that this inspection documentation be placed in the tenant files.

<u>Current Status:</u> The recommendation was adopted in April 2008. The procedures put in place relating to inspections and inspection documentation has corrected the condition.